



**The Town of Fenwick Island  
800 Coastal Highway  
Fenwick Island DE 19944**

**302.539.3011 (Phone)**

**302.539.1305 (Fax)**

**fenwickisland.delaware.gov**

**FOIA REQUEST**

**Delaware Freedom of Information Act** - The Act (29 Del. Code, Chapter 100) establishes that “it is vital in a democratic society that public business be performed in an open and public manner” and that “it is vital that citizens have easy access to public records in order that a society remains free and democratic.”

**Senate Bill 87** - Passed in the 146th General Assembly and signed by Governor Markell on October 20, 2011, requires that a standard form for requests under the Act be made available to the public.

**REQUESTOR**

**Name** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Optional Information:**

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**RECORDS REQUESTED**

**Be as specific as you can**, describing types of records, dates, parties to correspondence, subject matter, etc. The Town of Fenwick Island will make every reasonable effort to assist you in identifying the record being sought.

\_\_\_\_\_  
\_\_\_\_\_

There may be costs involved in responding to your request. The Town of Fenwick Island can require you to examine the records at the office of the public body. Refer to the town’s policy or regulations for information about costs and access to records.

**PLEASE CONTACT ME IF COSTS WILL BE GREATER THAN \$** \_\_\_\_\_

**NOTE:** Within 15 business days from receipt of your request the Town of Fenwick Island must either provide you with access to the records, deny your request, or state that additional time is needed.

Inspection of records may take place only during regular business hours. The Town reserves the right to refuse access to any records which do not constitute “public records” under 29 Del. §10002. Public records which are in active use or in storage will be provided as promptly as possible. At no time shall public records be removed from Town Hall. Persons requesting copies of public records shall pay the following fees: \$0.50 per page for copying documents; \$25.00 per copy audio tape/cd/dvd.